

Milwaukee Police Department Employment Bulletin

*****AVOID DISQUALIFICATION*****

The Milwaukee Police Department is concerned about individuals becoming disqualified on the basis of **Untruthfulness** so to better inform you as an applicant, we have addressed several areas to be cognizant of when completing your Personal History Questionnaire (PHQ). It is your responsibility to provide any and all information requested and realize that any irresponsible behavior or mistakes (i.e. employer disciplines/terminations, drug use, criminal and/or traffic history) although embarrassing, **must** be disclosed, as they **will** be discovered in the Background Investigation. **Information that you disclose may not necessarily disqualify you, it is the information that you DO NOT disclose that will disqualify you for being untruthful.**

Please refer to resources such as previous employers, CCAP, Municipal/State Court, and the Department of Transportation who can provide you with documentation to provide the mandatory information on your Personal History Questionnaire. If you have vague recollections of irresponsible behaviors/mistakes from your past and you were unable to confirm them through the above resources, (i.e. CCAP does not always provide case history), list the information you have on your PHQ.

To better assist you in determining relevant information that should be included on your Personal History Questionnaire, we have provided examples of **disqualifications**.

Example 1: Joe Smith answers "No" to question #29 regarding listing any and all problems he has had with employers. When Joe Smith is asked about his answer during his interview, he is adamant about his answer being, "No." As a result of the background investigation, it is determined that Joe Smith had received several verbal and written disciplines from one of his employers, some of which Joe signed himself. As a result of this finding, Joe Smith may be disqualified.

Example 2: Jane Rogers answers, "Yes," to question #86 regarding the use of Marijuana, but answers "No," to use of all other drugs listed. When Jane Rogers is questioned during her interview about her drug usage, she maintains that Marijuana is the only drug used. As a result of the background investigation, it is documented that Jane Rogers has received a citation and a Misdemeanor conviction for Use/Possession of Cocaine. As a result of this court documentation, Jane Rogers may be disqualified.

Example 3: Ron Jones under question #71 lists the following traffic violations: seatbelt violation, (1) speeding, and (1) suspension of license, as citations he has received in the past seven (7) years. At Ron Jones interview, he is questioned about his traffic violations and he maintains he has only received those he listed on his PHQ. Upon the investigator producing a list of several recent speeding citations, accidents and other violations, Ron Jones breaks down and states, "I didn't think you would find out about all of those. I really wanted this job and I was embarrassed to list them, so I left them off." As a result of Ron Jones admission to intentionally omitting relevant traffic information, he may be disqualified.

Any questions may be directed to the **Background Investigation Section** of the City of Milwaukee Police Department at (414) 935-3510.